

**MODIFICATION #7
TO
CONTRACT NUMBER VA-980610-CFW
BETWEEN THE
COMMONWEALTH OF VIRGINIA
AND
NTELOS, INCORPORATED
(Formerly CFW COMMUNICATIONS)**

This MODIFICATION #7 is an Agreement between the Commonwealth of Virginia, hereinafter referred to as "State" or "Commonwealth" or "DIT" (Department of Information Technology), and NTELOS, INCORPORATED, hereinafter referred to as "Contractor" relating to the modification of Contract VA-980610-CFW, as amended. This Modification #7 is hereby incorporated into and made an integral part of Contract VA-980610-CFW.

The purpose of this Modification #7 is to document both parties' agreement concerning Contract price changes, to be effective June 1, 2002.

Reference: Page C-5; paragraph 14, entitled "Price Protection/Adjustments"

In accordance with the above-mentioned reference both parties do hereby agree to modify Contract pricing to increase the monthly Federal Universal Service Charge (FUSC) for all ISDN Basic Rate Interface (BRI) lines from \$0.34 to \$0.37.

The foregoing is the complete and final expression of the parties' agreement to modify Contract VA-980610-CFW and cannot be modified, except by a writing signed by duly authorized representatives of both parties.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.

**PERSONS SIGNING THIS CONTRACT ARE AUTHORIZED
REPRESENTATIVES OF EACH PARTY TO THIS CONTRACT AND
ACKNOWLEDGE THAT EACH PARTY AGREES TO BE BOUND BY THE
TERMS AND CONDITIONS OF THE CONTRACT.**

NTELOS, INCORPORATED

COMMONWEALTH OF VIRGINIA

BY: Bobby R. Mawyer

BY: [Signature]

NAME: Bobby R. Mawyer

NAME: Robert E. Gleason

TITLE: Major Account Executive

TITLE: Contracts Engineer

DATE: 5-2-2002

DATE: May 2, 2002

**MODIFICATION #6
TO
CONTRACT NUMBER VA-980610-CFW
BETWEEN THE
COMMONWEALTH OF VIRGINIA
AND
NTELOS, INCORPORATED
(Formerly CFW COMMUNICATIONS)**

02 APR 15 AM 8:11

This MODIFICATION #6 is an Agreement between the Commonwealth of Virginia, hereinafter referred to as "State" or "Commonwealth" or "DIT" (Department of Information Technology), and NTELOS, INCORPORATED, hereinafter referred to as "Contractor" relating to the modification of Contract VA-980610-CFW, as amended. This Modification #6 is hereby incorporated into and made an integral part of Contract VA-980610-CFW.

The purpose of this Modification #6 is to add a monthly Federal Universal Service Charge (FUSC) of \$2.23 for each ISDN Basic Rate Interface (BRI) Line Port, as required by FCC Tariff No. 5. This charge is to be effective May 1, 2002. The Commonwealth will not be obligated to the Contractor for any increase prior to the effective date of this Modification #6.

The foregoing is the complete and final expression of the parties' agreement to modify Contract VA-980610-CFW and cannot be modified, except by a writing signed by duly authorized representatives of both parties.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.

**PERSONS SIGNING THIS CONTRACT ARE AUTHORIZED
REPRESENTATIVES OF EACH PARTY TO THIS CONTRACT AND
ACKNOWLEDGE THAT EACH PARTY AGREES TO BE BOUND BY THE
TERMS AND CONDITIONS OF THE CONTRACT.**

NTELOS, INCORPORATED

COMMONWEALTH OF VIRGINIA

BY: Bobby R. Mawyer

BY: Robert E. Gleason

NAME: Bobby R. Mawyer

NAME: Robert E. Gleason

TITLE: Main Account Executive

TITLE: Contracts Engineer

DATE: 4-9-2002

DATE: April 9, 2002

02 APR -5 PM 3:03

**MODIFICATION #5
TO
CONTRACT NUMBER VA-980610-CFW
BETWEEN THE
COMMONWEALTH OF VIRGINIA
AND
NTELOS, INCORPORATED
(formerly CFW COMMUNICATIONS)**

This MODIFICATION #5 is an Agreement between the Commonwealth of Virginia, hereinafter referred to as "State" or "Commonwealth" or "DIT" (Department of Information Technology), and NTELOS, Incorporated, hereinafter referred to as "Contractor" relating to the modification of the above Contract VA-980610-CFW, as amended. This Modification #5 is hereby incorporated into and made an integral part of the Contract.

Reference: Page 3, Schedule, note #2 and Page C-5 of C-11, paragraph 15, entitled "Term".

Both above referenced parties hereby agree to extend the term of the Agreement as specified in the above reference for the time period June 10, 2002 through June 9, 2003.

The foregoing is the complete and final expression of the parties' agreement to modify Contract VA-980610-CFW and cannot be modified, except by a writing signed by duly authorized representatives of both parties.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.

PERSONS SIGNING THIS CONTRACT ARE AUTHORIZED REPRESENTATIVES OF EACH PARTY TO THIS CONTRACT AND ACKNOWLEDGE THAT EACH PARTY AGREES TO BE BOUND BY THE TERMS AND CONDITIONS OF THE CONTRACT.

NTELOS, INCORPORATED

BY: Bobby R. Mawyer

NAME: Bobby R. Mawyer

TITLE: Major Account Executive

DATE: 4-2-2002

COMMONWEALTH OF VIRGINIA

BY: Joe A. Parr

NAME: Joe A. Parr

TITLE: Contracts Engineer

DATE: (D.I.T.) March 28, 2002

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF INFORMATION TECHNOLOGY



02 MAR 27 PM 2:13

CONTRACT RENEWAL FORM

AGENCY NAME: Department of Information Technology AGENCY CODE: 138

SITE ADDRESS: 110 South Seventh Street, 1st Floor, Richmond, VA 23219

BILLING ADDRESS: 110 7th St., 3rd Floor, Richmond, VA 23219 ATTN:Accounts Payable

AGENCY CONTACT: Bob Davidson

VENDOR NAME: NTELOS, Inc.

VENDOR ADDRESS: PO Box 1527, Waynesboro, VA 22980

VENDOR CONTACT: Bobby Mawyer TELEPHONE: (540) 949-3401

PRODUCT OR SERVICE TO BE RENEWED: Centrex-type services for Dabney Lancaster
Community College

REASON FOR RENEWAL: Continuing Requirement

PERIOD OF RENEWAL: FROM: June 10, 2002 TO: June 09, 2003

RENEWAL CONTRACT AMOUNT: \$ _____ PER: _____

PREVIOUS CONTRACT AMOUNT: \$ _____

ORIGINAL APR NUMBER: 70/98-127

ORIGINAL APR APPROVAL NUMBER: L76

CONTRACT NUMBER: VA-980610-CFW

AUTHORIZED BY:

SIGNATURE:

Carmen Y. Holmes

NAME (PRINT): Carmen Y. Holmes

TITLE: Contract Administrator

DATE: March 27, 2002

PER: FOR DIT USE ONLY

CRF #: 02-092

ASSIGNED TO: PAAR

DATE ASSIGNED: 3/27/02

ORDER #: _____

TELEPHONE: (804) 371-5614

**MODIFICATION #6
TO
CONTRACT NUMBER VA-980610-CFW
BETWEEN THE
COMMONWEALTH OF VIRGINIA
AND
NTELOS, INCORPORATED
(Formerly CFW COMMUNICATIONS)**

This MODIFICATION #6 is an Agreement between the Commonwealth of Virginia, hereinafter referred to as "State" or "Commonwealth" or "DIT" (Department of Information Technology), and NTELOS, INCORPORATED, hereinafter referred to as "Contractor" relating to the modification of Contract VA-980610-CFW, as amended. This Modification #6 is hereby incorporated into and made an integral part of Contract VA-980610-CFW.

The purpose of this Modification #6 is to add a monthly Federal Universal Service Charge (FUSC) of \$2.23 for each ISDN Basic Rate Interface (BRI) Line Port, as required by FCC Tariff No. 5. This charge is to be effective May 1, 2002. The Commonwealth will not be obligated to the Contractor for any increase prior to the effective date of this Modification #6.

The foregoing is the complete and final expression of the parties' agreement to modify Contract VA-980610-CFW and cannot be modified, except by a writing signed by duly authorized representatives of both parties.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.

**PERSONS SIGNING THIS CONTRACT ARE AUTHORIZED
REPRESENTATIVES OF EACH PARTY TO THIS CONTRACT AND
ACKNOWLEDGE THAT EACH PARTY AGREES TO BE BOUND BY THE
TERMS AND CONDITIONS OF THE CONTRACT.**

NTELOS, INCORPORATED

COMMONWEALTH OF VIRGINIA

BY: _____

BY:  _____

NAME: _____

NAME: Robert E. Gleason

TITLE: _____

TITLE: Contracts Engineer

DATE: _____

DATE: April 9, 2002

**MODIFICATION #5
TO
CONTRACT NUMBER VA-980610-CFW
BETWEEN THE
COMMONWEALTH OF VIRGINIA
AND
NTELOS, INCORPORATED
(formerly CFW COMMUNICATIONS)**

This MODIFICATION #5 is an Agreement between the Commonwealth of Virginia, hereinafter referred to as "State" or "Commonwealth" or "DIT" (Department of Information Technology), and NTELOS, Incorporated, hereinafter referred to as "Contractor" relating to the modification of the above Contract VA-980610-CFW, as amended. This Modification #5 is hereby incorporated into and made an integral part of the Contract.

Reference: Page 3, Schedule, note #2 and Page C-5 of C-11, paragraph 15, entitled "Term".

Both above referenced parties hereby agree to extend the term of the Agreement as specified in the above reference for the time period June 10, 2002 through June 9, 2003.

The foregoing is the complete and final expression of the parties' agreement to modify Contract VA-980610-CFW and cannot be modified, except by a writing signed by duly authorized representatives of both parties.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.

PERSONS SIGNING THIS CONTRACT ARE AUTHORIZED REPRESENTATIVES OF EACH PARTY TO THIS CONTRACT AND ACKNOWLEDGE THAT EACH PARTY AGREES TO BE BOUND BY THE TERMS AND CONDITIONS OF THE CONTRACT.

NTELOS, INCORPORATED

BY: _____

NAME: _____

TITLE: _____

DATE: _____

COMMONWEALTH OF VIRGINIA

BY: 

NAME: Joe A. Parr

TITLE: Contracts Engineer

DATE:  March 28, 2002

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF INFORMATION TECHNOLOGY



02 MAR 27 PM 2:13

CONTRACT RENEWAL FORM

AGENCY NAME: Department of Information Technology AGENCY CODE: 138

SITE ADDRESS: 110 South Seventh Street, 1st Floor, Richmond, VA 23219

BILLING ADDRESS: 110 7th St., 3rd Floor, Richmond, VA 23219 ATTN:Accounts Payable

AGENCY CONTACT: Bob Davidson

VENDOR NAME: NTELOS, Inc.

VENDOR ADDRESS: PO Box 1527, Waynesboro, VA 22980

VENDOR CONTACT: Bobby Mawyer TELEPHONE: (540) 949-3401

PRODUCT OR SERVICE TO BE RENEWED: Centrex-type services for Dabney Lancaster
Community College

REASON FOR RENEWAL: Continuing Requirement

PERIOD OF RENEWAL: FROM: June 10, 2002 TO: June 09, 2003

RENEWAL CONTRACT AMOUNT: \$ PER:

PREVIOUS CONTRACT AMOUNT: \$

ORIGINAL APR NUMBER: 70/98-127

ORIGINAL APR APPROVAL NUMBER: L76

CONTRACT NUMBER: VA-980610-CFW

AUTHORIZED BY: Carmen Y. Holmes

SIGNATURE: Carmen Y. Holmes

NAME (PRINT): Carmen Y. Holmes

TITLE: Contract Administrator

DATE: March 27, 2002

PER: <u>FOR DIT USE ONLY</u>
CRF #: <u>02-092</u>
ASSIGNED TO: <u>PARR</u>
DATE ASSIGNED: <u>3/27/02</u>
ORDER #: <u> </u>

TELEPHONE: (804) 371-5614

**MODIFICATION #4
TO
CONTRACT NUMBER VA-980610-CFW
BETWEEN THE
COMMONWEALTH OF VIRGINIA
AND
NTELOS, INCORPORATED
(formerly CFW COMMUNICATIONS)**

This MODIFICATION #4 is an Agreement between the Commonwealth of Virginia, hereinafter referred to as "State" or "Commonwealth" or "DIT" (Department of Information Technology), and NTELOS, INCORPORATED, hereinafter referred to as "Contractor" relating to the modification of Contract VA-980610-CFW, as amended. This Modification #4 is hereby incorporated into and made an integral part of Contract VA-980610-CFW.

The purpose of this Modification #4 is to document the new name used by "Contractor" under the above-referenced Contract, and both parties' agreement concerning Contract price changes to be effective January 1, 2002. All obligations identified in Contract VA-980610-CFW will not change as the Contractor uses the new name.

1. Reference: Block #9, page 1 of 10 of solicitation IFB #98-021, dated June 10, 1998.

The Contractor, CFW Communications, began using the name "NTELOS, Inc." effective July 10, 2000.

Therefore, effective as of July 10, 2000, all references made to "CFW Communications" or "Contractor," shall refer to NTELOS, Inc. Both parties do agree that although the name of "Contractor" changed on July 10, 2000, from the name CFW Communications to the new name NTELOS, Inc., all Contract duties and obligations of the Contractor and the State have not changed.

2. Reference: Page C-5; paragraph 14, entitled "Price Protection/Adjustments"

In accordance with the above-mentioned reference both parties do hereby agree to modify Contract pricing to:

- a. Include an FCC-imposed Federal Subscriber Line Charge increase from \$6.00 to \$9.20 on all ISDN, CENTREX, and business lines

AND

- b. Add a new FCC-imposed line charge of \$ 0.34 to all ISDN Basic Rate Interface (BRI) lines.

The foregoing is the complete and final expression of the parties' agreement to modify Contract VA-880610-CFW and cannot be modified, except by a writing signed by duly authorized representatives of both parties.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.

**PERSONS SIGNING THIS CONTRACT ARE AUTHORIZED
REPRESENTATIVES OF EACH PARTY TO THIS CONTRACT AND
ACKNOWLEDGE THAT EACH PARTY AGREES TO BE BOUND BY THE
TERMS AND CONDITIONS OF THE CONTRACT.**

NTELOS, INCORPORATED

COMMONWEALTH OF VIRGINIA

BY: Bobby R. Mawyer

BY: [Signature]

NAME: Bobby R. Mawyer

NAME: Robert E. Gleason

TITLE: Major Account Executive

TITLE: Contracts Engineer

DATE: 1-7-2002

DATE: January 7, 2002

**MODIFICATION #3
TO
CONTRACT NUMBER VA-980610-CFW
BETWEEN THE
COMMONWEALTH OF VIRGINIA
AND
CFW COMMUNICATIONS**

01 APR 18 PM 2:56

This MODIFICATION #3 is an Agreement between the Commonwealth of Virginia, hereinafter referred to as "State" or "Commonwealth" or "DIT" (Department of Information Technology), and CFW Communications, hereinafter referred to as "Contractor" relating to the modification of Contract VA-980610-CFW, as amended. This Modification #3 is hereby incorporated into and made an integral part of Contract VA-980610-CFW.

The purpose of this Modification #3 is to document both parties' agreement concerning Contract renewal.

Reference: Page C-5; paragraph 15, entitled "Term"

Both above referenced parties do hereby agree to extend the term of Contract VA-980610-CFW as specified in the above reference, from June 10, 2001 through June 9, 2002.

The foregoing is the complete and final expression of the parties' agreement to modify Contract VA-980610-CFW and cannot be modified, except by a writing signed by duly authorized representatives of both parties.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.

**PERSONS SIGNING THIS CONTRACT ARE AUTHORIZED
REPRESENTATIVES OF EACH PARTY TO THIS CONTRACT AND
ACKNOWLEDGE THAT EACH PARTY AGREES TO BE BOUND BY THE
TERMS AND CONDITIONS OF THE CONTRACT.**

CFW COMMUNICATIONS

BY: Bobby R. Mawyer

NAME: Bobby R. Mawyer

TITLE: Major Account Executive

DATE: 4-9-2001

COMMONWEALTH OF VIRGINIA

BY: Robert E. Gleason

NAME: Robert E. Gleason

TITLE: Contracts Engineer

DATE: April 2, 2001

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF INFORMATION TECHNOLOGY



01 MAR 33 AM 10:19

CONTRACT RENEWAL FORM

AGENCY NAME: Department of Information Technology AGENCY CODE: 138

SITE ADDRESS: 110 South Seventh Street, 1st Floor, Richmond, VA 23219

BILLING ADDRESS: 110 7th St., 3rd Floor, Richmond, VA 23219 ATTN:Accounts Payable

AGENCY CONTACT: Bob Davidson

VENDOR NAME: CFW Communications

VENDOR ADDRESS: P. O. Box 1527, Waynesboro, VA 22980

VENDOR CONTACT: Bobby Mawyer

TELEPHONE: (540) 949-3401

PRODUCT OR SERVICE TO BE RENEWED: Centrex-type services for Dabney Lancaster
Community College

REASON FOR RENEWAL: Continuing requirement

PERIOD OF RENEWAL: FROM: ✓ June 10, 2001 TO: ✓ June 9, 2002

RENEWAL CONTRACT AMOUNT: \$ PER:

PREVIOUS CONTRACT AMOUNT: \$ PER:

ORIGINAL APR NUMBER: ✓ 70

ORIGINAL APR APPROVAL NUMBER: ✓ L76

CONTRACT NUMBER: ✓ VA-980610-CFW

AUTHORIZED BY:

SIGNATURE:

Carmen Y. Holmes

NAME (PRINT): Carmen Y. Holmes

TITLE: Contract Administrator

DATE: March 30, 2001

FOR DIT USE ONLY

CRF #: 01-74

ASSIGNED TO: GLEASON

DATE ASSIGNED: 4/2/01

ORDER #: MOD#3

TELEPHONE: (804) 371-5614

**MODIFICATION #2
TO
CONTRACT NUMBER VA-980610-CFW
BETWEEN THE
COMMONWEALTH OF VIRGINIA
AND
CFW COMMUNICATIONS**

This MODIFICATION #2 is an agreement between the Commonwealth of Virginia, hereinafter referred to as "State" or "Commonwealth", and CFW Communications, hereinafter referred to as "Contractor", relating to Contract VA-980610-CFW, dated June 10, 1998, as amended, ("Contract" or "Agreement"). This Modification #2 is hereby incorporated into and made an integral part of the Contract.

The purpose of this Modification #2 is to identify an increase in the VA Relay Center monthly surcharge as required by State Corporation Commission Case Number PUC980056.

Both parties agree to increase the monthly VA Relay Center surcharge from \$0.10 to \$0.16 on each analog and digital Centrex line and each Centrex trunk effective July 1, 1999. The Commonwealth will not be obligated to the Contractor for any increase prior to the effective date of this Modification #2.

The foregoing is the complete and final expression of the parties' agreement to modify Contract VA-980610-CFW and cannot be modified, except by a writing signed by duly authorized representatives of both parties.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.

PERSONS SIGNING THIS CONTRACT ARE AUTHORIZED REPRESENTATIVES OF EACH PARTY TO THIS CONTRACT AND ACKNOWLEDGE THAT EACH PARTY AGREES TO BE BOUND BY THE TERMS AND CONDITIONS OF THE CONTRACT.

CFW COMMUNICATIONS

BY: 

NAME: Bobby Mawyer

TITLE: Major Account Manager

DATE: 7-1-99

COMMONWEALTH OF VIRGINIA

BY: 

NAME: Jeff Davis

TITLE: Contracts Manager 

DATE: 6-28-99

**MODIFICATION # 1
TO
CONTRACT NUMBER VA-980610-CFW
BETWEEN THE
COMMONWEALTH OF VIRGINIA
AND
CFW COMMUNICATIONS**

This MODIFICATION #1 is an agreement between the Commonwealth of Virginia, hereinafter referred to as "State" or "Commonwealth", and CFW Communications, hereinafter referred to as "Contractor", relating to the above referenced contract.

1. Both parties agree to add the Central Office feature "Answer only mail box", at the pricing delineated below to the above referenced Contract.
2. The general characteristics of the "Answer only voice mail box are as follows:
 - This mailbox provides listen only, no reply, capabilities and is equipped with storage for up to 3 minutes.
 - This mailbox will simultaneously process multiple incoming calls
 - The monthly recurring price to the Commonwealth is \$9.95.
 - Installation for this type of mail box is \$0.00 (zero dollars).
3. As specified in paragraph 1, page 3, Contract VA-980610-CFW, the above represents "firm fixed pricing" for the duration of the Contract
4. The Commonwealth may order any quantity of the Answer only voice mail boxes at any time, and may de-install any quantity of same at any time.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.

**PERSONS SIGNING THIS CONTRACT ARE AUTHORIZED
REPRESENTATIVES OF EACH PARTY TO THIS CONTRACT AND
ACKNOWLEDGE THAT EACH PARTY AGREES TO BE BOUND BY
THE TERMS AND CONDITIONS OF THE CONTRACT.**

CFW COMMUNICATIONS

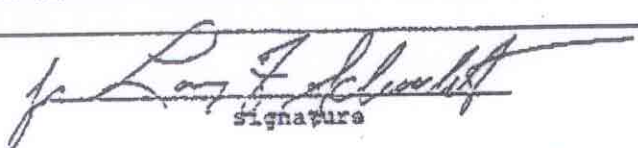
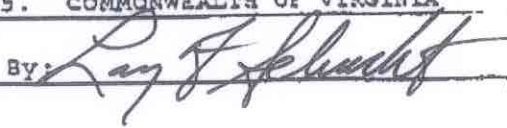
BY: [Signature]
NAME: Mr. Bobby Mawyer
TITLE: Major Account Executive
DATE: 7-10-98

COMMONWEALTH OF VIRGINIA

BY: [Signature]
NAME: Jeff Davis
TITLE: Contracts
DATE: 7-10-98

MAY -8 1998

COMMONWEALTH OF VIRGINIA

SOLICITATION, OFFER AND AWARD DATA PROCESSING / TELECOMMUNICATIONS					FIN:	
1. Contract No:	2. IFB No:	3. Date Issued:	Date Due:	4. APR	5. Approval No:	
VA-980610-CFW	98-021	May 5, 1998	May 27, 1998	70	L 76	
For Information Call: Douglas Wilson (804) 371-5937						
6. ISSUING OFFICE:			7. SHIP TO:			
Department of Information Technology Acquisition Services Division 110 S. 7th Street, Lobby Floor Richmond, Va. 23219 ATTN: Bid Section			Dabney Lancaster Community College Route 60 West Clifton, Forge, VA 24422			
SOLICITATION						
8. Sealed bid(s) for furnishing the equipment, software or services set forth in the schedule, will be returned to the Issuing Office identified in block 6 above. Please provide an original and 0 copies. If hand carried, deliver to the ASD receptionist located on the Lobby Floor of the address listed in Block 6. Bids must be received prior to 2:00 p.m. local time May 27, 1998.						
CAUTION - LATE OFFERS: See Paragraph 3 of the Solicitation Instructions						
This is an advertised solicitation which consists of (1) the schedule of equipment, software and services, pages 2 thru 10; (2) the solicitation instructions pages S-1 thru S-3; (3) The Contract Terms and Conditions page C-1 thru C-11; and (4) other provisions, representations, certifications or specifications as are attached or incorporated herein by reference.						
Offers will be publicly opened at: 2:10 p.m. local time May 27, 1998, in the ASD Conference Room, 110 South 7th Street, Lobby Floor.						
All offers are subject to the terms and conditions set forth in the above referenced sections of this solicitation.						
Glenn L. Stewart, Director Acquisition Services			 signature			
OFFER						
In compliance with the terms and conditions set forth in the solicitation, the undersigned agrees, if this offer is accepted within 90 calendar days from the date of receipt of offers, to furnish any or all items awarded at the prices offered in the schedule, delivered to the address in block 7, within the time specified in the schedule.						
9. CONTRACTOR:			10. BILL TO:			
Company Name: <u>CFW Communications</u> Address: <u>P.O. Box 1527</u> City, State: <u>Waynesboro, VA 22980</u> Signature: <u>Bobby R. Mawyer</u> Name (Typed): <u>Bobby R. Mawyer</u> Title: <u>Major Account Executive</u> Phone: <u>540/949-3401</u>			Dept. of Information Technology Attn: Accounts Payable 110 South 7th Street, 3rd Floor Richmond, VA 23219			
AWARD						
11. Accepted as to Item Numbers:			12. Amount:		13. Award Date:	
Item's #1 thru #12			\$95,569.28		June 10, 1998	
14. Name of Contracting Officer:			15. COMMONWEALTH OF VIRGINIA			PAGES:
Larry F. Schucht Contracts Manager			By: 			1 of 10

MAY-19-98 TUE 14:00

CF TELEPHONE CO

FAX NO. 54C 7079

P. 02

DIT-62A 01/15/91		SCHEDULE		IFB NO. 98-021		Page: 2 of 10	
NAME OF CONTRACTOR			REQUIRED DELIVERY DATE: (RDD) 30 DAYS ARO		INITIALS		
ITEM NO	DESCRIPTION	QTY	UNIT	UNIT PRICE	EXTEND PRICE		
The Commonwealth desires to purchase the following items:							
1.	Analog Centrex Lines (Monthly Rate), includes FCC Access Charge	125	ea.	\$11.50	\$1,437.50		
2.	Digital Centrex Line "ISDN" (Monthly Rate)	1	ea.	67.50	67.50		
3.	Voice Mailboxes (Monthly Rate), includes stutter/message and "0" to return to operator	95	ea.	5.95	565.25		
4.	Centrex Trunks (Monthly Rate) Includes state VA Relay	16	ea.	36.03	576.48		
SUBTOTAL - Monthly Recurring Costs (Items #1-#4)					2646.73		
SUBTOTAL - 3-Year Monthly Recurring Cost (36 Months X SUBTOTAL - Monthly Recurring Cost)					95,292.28		
5.	Price to Install Analog Centrex Lines at Initial System Installation	125	ea.	-0-	0.00		
6.	Price to Install Analog Centrex Lines after Initial System Installation (If wire is not in place)	1	ea.	91.00	91.00		
7.	Price to Install Digital Centrex Lines "ISDN" After Initial System Installation	1	ea.	91.00	91.00		
8.	Price to Install Voice Mailboxes at Initial System Installation	95	ea.	0	0.00		
9.	Price to Install Voice Mailboxes After Initial System Installation	1	ea.	0	0.00		
10.	Price to Install Centrex Trunks at Initial System Installation	16	ea.	0	0.00		
11.	Price to Install Centrex Trunks after Initial System Installation	1	ea.	25.00	25.00		
12.	Price per Centrex Trunk to Change "PIC"	16	ea.	5.00	80.00		
SUBTOTAL - Installation Costs (Items #5-#12)					287.00		
TOTAL - (3) Year Cost (SUBTOTAL - 3-Year Monthly Recurring Cost + SUBTOTAL - Installation Cost)					95,579.28		
NOTE: Bidders shall include in the above line items all costs the state will incur to acquire and utilize the services specified herein.							

DIT-62A	SCHEDULE	IFB NO.	Page:
01/15/91		98-021	3 of 10
NAME OF CONTRACTOR		REQUIRED DELIVERY DATE:	INITIALS
		(RDD) 30 DAYS ARO	

1. The Department of Information Technology (DIT) is soliciting bids from responsive and responsible Bidders for the establishment of a firm fixed priced contract to provide and install Centrex-type local exchange telephone service at Dabney Lancaster Community College in Clifton Forge, Virginia. Dabney Lancaster Community College is located within the Clifton Forge - Waynesboro Telephone Company franchised local exchange telephone service territory.
2. The contract awarded as the result of this solicitation shall be for three (3) years. The Commonwealth, at its sole discretion, reserves the right to extend the contract, at the prices quoted or less, for up to two (2) additional one (1) year periods. Should the Commonwealth elect to exercise this option, the Contractor will be notified of the state's decision not less than thirty (30) days prior to the expiration of the initial contract or applicable renewal period.
3. The Contractor shall deliver and install the services specified within thirty (30) calendar days after contract award.
4. Failure to Deliver

In the event the selected vendor defaults on delivery, the Commonwealth reserves the right to award to the next responsive and responsible Bidder and hold the defaulting vendor liable for all resulting additional purchase and administrative costs. (Reference: Commonwealth of Virginia Vendor Manual, Section 7.11)
5. To be eligible to bid, Bidders must be currently authorized by the Virginia State Corporation Commission to provide local exchange service in the required geographical location.
6. Award, if made, will be to the responsive and responsible Bidder with the lowest total three-year price for the items listed on the Price Schedule. DIT reserves the option to purchase, on behalf of Dabney Lancaster Community College, additional quantities of the items listed on the Price Schedule at the prices quoted, or less, at any time during the term of the contract or subsequent renewal periods.
7. In order to become familiar with the requirements of the installation, Bidders may arrange to visit and inspect the premises prior to submitting their bids. Site visits must be scheduled in advance by contacting Robert Drewry at (540) 862-4246.
8. All site visits must be scheduled in advance of any of the vendors personnel arriving at the site. Vendor personnel that arrive at the site without scheduling the visit in advance will be denied access to the facility.

DIT-62A	SCHEDULE	IFB NO.	Page:
01/15/91		98-021	4 of 10
NAME OF CONTRACTOR	REQUIRED DELIVERY DATE:	INITIALS	
	(RDD) 30 DAYS ARO		

9. It is the responsibility of the Bidders to understand all requirements and specifications contained in this solicitation. All questions and/or comments concerning the requirements, specifications, or other information provided in this solicitation must be submitted in writing to the Issuing Office to the attention of Douglas L. Wilson. The written questions may be submitted by facsimile transmission to (804) 371-5969.
10. The Contractor shall deliver and maintain the service in accordance with the applicable tariffs filed with and approved by the Virginia State Corporation Commission. In the absence of such tariffs, the following conditions shall apply:
 - A. The local exchange service shall be warranted to operate free from failure and shall be available for use by the Commonwealth twenty-four (24) hours per day, seven days per week, including weekends and holidays. The cost of the warranty shall be included in the monthly cost for the service.
 - B. The Contractor shall respond to reports of interruptions of the local exchange services within one (1) hour after receipt of notification from the Commonwealth. The Contractor's response may be on-site or from a remote location based on the Contractor's determination of the source of the failure. If an on-site response is required, the Contractor's repair personnel shall be on-site and working to restore service within four (4) hours after receipt of the initial report of the failure. The Contractor shall restore service to normal operation within eight (8) hours after the initial report of the failure.
11. The Contractor shall provide a single point of contact for the reporting of service problems encountered by the Commonwealth while using the services. The point of contact shall be staffed and available twenty-four (24) hours per day, seven (7) days per week, including weekends and holidays.
12. The Commonwealth shall be rebated, or credited, a prorated portion of the applicable monthly service charges for each occurrence during which the Commonwealth is denied use of the service for four (4) hours or more during any consecutive twenty-four (24) hour period. The rebate shall apply to the initial four (4) hours and all additional hours, or portions thereof, during which the state is denied access to the service.
13. The Commonwealth shall be rebated, or credited, a prorated portion of the applicable monthly service charges for each occurrence during which the Commonwealth is denied use of the service for eight (8) hours or more during any consecutive thirty (30) day period. The rebate shall apply to the initial eight (8) hours and all additional hours, or portions thereof, during which the state is denied access to the service.

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14. Mandatory Technical Requirements

A. The Contractor shall deliver and install analog and digital Centrex-type service. The analog service shall be configured for use with telephone industry standard 2500-type telephone sets. Integrated Service Digital Network (ISDN) service shall be provided to satisfy the digital Centrex requirement. The analog and digital Centrex lines shall both be configured for DTMF and loop start signaling. A total of one hundred twenty-five (125) analog Centrex lines and one (1) digital centrex line shall be provided and installed by the Contractor.

B. Each Centrex line shall be configured with direct inward dialing (DID), direct outward dialing (DOD), minimum four (4) digit station-to-station calling (intercom), ability to selectively allow or deny lines/trunks the ability to place long distance (toll) calls, call hold, call transfer all calls (internal and external), consultation hold, three-way calling (conference), and call forwarding-busy and no-answer (within the system), call forwarding-variable (inside and outside system), and call pick-up.

C. The service shall be installed with the capability of any available unrestricted analog or digital Centrex line to directly receive calls from and make calls to public switched telephone network (PSTN).

D. The service shall be installed with a trunk to line ratio of a minimum of one trunk for each eight (8) Centrex lines installed.

E. Ninety-five (95) of the Centrex lines shall each be equipped with voice mail service. Each of the ninety-five (95) Centrex lines shall be configured with a mailbox that provides a minimum of fifteen (15) minutes of storage for recorded voice messages and greetings. The voice mail service shall allow interactive messaging among voice mailboxes within the Centrex to provide capabilities such as message forwarding, broadcast messages, etc. The voice mail service shall be integrated with the Centrex service to automatically activate visual message waiting indicators of system-compatible analog and digital telephone sets. The visual signals shall be activated when messages have been received in the voice mailboxes associated with the Centrex lines to which the telephones are connected. The voice mail system shall also be capable of generating an audible message waiting indication (stutter dial tone) to signal that a message has been left in the voice mailbox assigned to a Centrex line connected to a telephone that is not equipped with visual message waiting indication. The message waiting indicators (visual and audible) shall be automatically deactivated when the messages in the voice mail boxes have been reviewed and properly processed. The voice mail system shall provide callers the option to dial a single digit (preferably "0") to automatically transfer their calls to a pre-assigned "live operator", upon accessing a voice mailbox. System users shall be capable of designating any line within the Centrex as the line to which "operator revert" calls are transferred.

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F. MCI is the Commonwealth's current preferred inter-exchange carrier (PIC). To be responsive, the Bidders' facilities must provide "Equal Access" to all inter-exchange carriers (IXCs) to allow the Commonwealth to route all of its outgoing long distance calls to MCI, or any other IXC that the state may select to use in the future. In the space provided on the Price Schedule, Bidders shall quote the firm fixed price the state will be charged to change its PIC from MCI to another IXC at any time during the term of the contract or its renewal periods.

G. On sheets separately attached to the bid, each Bidder shall provide a detailed list of the additional Centrex services and features that are available with the services specified herein at no additional cost to the Commonwealth. Bidders shall also list, on sheets separately attached to their bids, the additional Centrex services and features that are available at additional costs to the Commonwealth. Bidders shall quote all applicable monthly recurring costs and one-time installation associated with the additional cost items listed. The prices quoted by the Bidders for the items offered at additional cost to the state shall not exceed the Bidders' tariff prices or other publicly listed prices for the same or similar features of comparable type, size, and/or scope.

H. The Commonwealth reserves the option to purchase any of the additional Centrex features/services offered by Bidders in response to paragraph 14G at Contractor's tariff rates, or other publicly listed prices for services and/or features of similar type, size, and/or scope.

15. A. Concurrent with the issuance of this IFB, DIT is developing a long-term strategy for procuring local exchange telephone services throughout the Commonwealth. This could result in contracts being awarded for the provision LEC services in large distinct geographical regions of the state. Therefore, by submitting a bid, each Bidder agrees that if it is the vendor awarded the contract resulting from this solicitation, and is also the recipient of a contract to provide the same or substantially similar services on a statewide basis or in a region encompassing the location(s) specified herein, the Commonwealth shall have the option to cancel this agreement and have the services provided under the new contract.

B. Bidders further agree that should the Commonwealth convert the services specified herein to a state or regional contract, the state will not be held liable for early termination of the original contract, nor will the state be responsible for any installation or conversion charges to acquire services under the replacement contract.

16. Year 2000 Compliance Requirements

A. By submitting a bid, Bidders certify and warrant that the software on all systems used to deliver the services specified herein, or in support of the services delivered, i.e. billing and invoicing, are or shall be "Year 2000 compliant" as of the end of the year 1999 and/or beginning of the year 2000.

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The software shall individually and as a system seamlessly and accurately process all date data, including, but not limited to calculating, comparing, and sequencing from, into, and between the years 1999 and 2000 and beyond, including leap year.

B. It is the Contractor's sole responsibility to provide all labor, materials, equipment, technical expertise, etc. required to comply with the "Year 2000 Compliance" requirements stated above.

C. Additionally, the Contractor shall be responsible for ensuring that the products and services of any third party vendor used to deliver or support the delivery of the services the Contractor provides to the Commonwealth comply with the "Year 2000" requirements stated above.

D. Failure to satisfy the above Year 2000 compliance requirements within the time frame stated will be considered a material breach of this agreement and the Commonwealth shall have all remedies available under law.

17. Mandatory Installation Requirements

A. The Contractor shall terminate the Centrex lines on a Contractor-provided RJ-21X network interface device (NID). The NID shall be labeled with the seven (7) digit telephone number to clearly identify the location of each Centrex line on the interface. The NID shall be located in Dabney Lancaster Community College's main telecommunications equipment room in Backels Hall. Additionally, the Contractor shall provide and install fast-acting gas-tube transient voltage surge suppressors on each line installed in the facility.

B. The Contractor shall be responsible for cross-connecting the Centrex lines to the building's in-place telecommunications cabling system to provide service in the locations identified by the agency. The Contractor shall contact Robert Drewry at (540) 862-4246 for site specific information regarding the installation.

C. It shall also be the responsibility of the Contractor to fully test the installed service to certify that the service and all features are functioning properly.

D. During the course of the installation, the Contractor shall not interfere with the current operational telephone system and/or telecommunications cabling system in a manner that causes operational outages. In the event that temporary modifications to the existing telephone and/or cabling systems become necessary to complete the installation of the new service, the Contractor shall notify Robert Drewry of such need in order to schedule a mutually agreeable time for the modifications. Any modifications needed to make the existing telecommunications cabling system compatible with the new service shall be performed by the Contractor. The price of any modifications of the in-place cabling shall be included in the overall installation cost of the service.

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E. The Contractor shall be responsible for obtaining all rights-of way, licenses, and/or permits required by applicable authorities in order to install the service.

18. Mandatory Training Requirements

A. The Contractor shall be responsible for providing hands-on training on the use of the service for all agency users. Training shall be provided using fully functioning Centrex service and the telephone equipment provided by the agency. It is the responsibility of the Contractor to become familiar with the operation of the agency's telephone equipment and the manner in which the service and equipment have been configured to operate together. The provision of the training shall be coordinated directly with the user agency.

B. Training shall be provided on-site during the week of and prior to cutover of the service.

C. A refresher training class shall be held not more than fourteen (14) days after cutover at a time coordinated with the user. The training class will serve as a make-up session for users who missed the initial sessions. The trainer shall also be available to address user questions that may have arisen after the installation of the service.

D. The Contractor's training personnel shall have had previous training experience, general knowledge of the services bid, and detailed knowledge of the specific design and configuration of the services installed.

E. Customized training material, i.e., operation manuals, instruction cards, logs, etc., shall be provided in conjunction with a verbal explanation of the system features and configuration.

19. Service Order Processing

A. DIT reserves the exclusive authority to order service from the contract that results from this solicitation. All requests for service under the contract will be submitted to the Contractor on a Department of Information Technology "Telecommunications Service Request (TSR)" that has been endorsed by an "Ordering Officer" appointed by DIT's Contracts Manager. The Ordering Officers appointed by DIT's Contracts Manager are identified in the paragraph of the "Contractual Terms and Conditions" section of this solicitation entitled, "Ordering Officers". A properly endorsed TSR issued by DIT will serve as the only official document for ordering services from the contract, and will cite the contract as its ordering authority.

B. The TSR will clearly identify the services desired, requested service installation date, point of contact at the college familiar with the installation requirements, and other information necessary to accurately deliver the required services.

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C. Changes, additions and/or deletions to the services requested will not be permitted unless approved in advance by an Ordering Officer or a DIT authorized Telecommunications Customer Services Representative (order writer).

D. Upon processing a properly issued TSR, the Contractor must provide DIT written confirmation that the service requested will be delivered as ordered, or amended with approval from an Ordering Officer or authorized DIT Telecommunications Customer Services Representative. The written confirmation must include the Contractor's service order number, the newly assigned telephone number (if applicable), service installation date, and the name and telephone number of the Contractor's responsible for processing the TSR.

NOTE: A copy of a DIT Telecommunications Service Request is provided in "Attachment A".

20. Mandatory Billing and Invoicing Requirements

A. Each month, the Contractor must deliver to DIT one (1) consolidated bill for all goods and services purchased from the contract during the prior billing period.

B. Each monthly bill shall include both monthly recurring charges and nonrecurring charges for one-time installation costs, partial month's service charges, etc. The nonrecurring charges are often referred to as "Other Charges and Credits (OC&Cs)". The bill shall specifically delineate state and federally mandated charges and fees, such as Virginia Relay Service, Universal Service Fund, Federal Access Fees, etc.

C. Failure to submit adequate billing details will result in non-payment of the invoice.

D. Vendor bills must include the Contractor's federal identification number (FIN).

E. Vendor bills must be submitted within ninety (90) days after the services are delivered. Charges older than ninety (90) days will not be paid.

F. Vendor bills will be paid in accordance with the Commonwealth's "Prompt Payment Act", which requires payment within thirty (30) days of receipt of goods and services or a proper invoice, whichever is later.

21. Acceptance Criteria

A. Delivery and installation of all required services have been completed as ordered.

B. The Contractor certifies that the service has operated, without interruption, for a minimum of seventy-two (72) consecutive hours.

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C. Initial user training has been completed and all required documentation has been delivered.			
In the space below, Bidders shall provide the name, address, and telephone number of the warranty service organization:			

SOLICITATION INSTRUCTIONS
REV. 07/17/97

1. EXPLANATION TO VENDORS

Any explanation desired by a vendor regarding this solicitation/invitation for bid must be requested in writing and with sufficient time allowed for a reply to reach the vendor before the submission of their bids. PRIOR TO SUBMISSION OF A BID, VENDORS ARE CAUTIONED TO READ THESE INSTRUCTIONS, REVIEW THE SCHEDULE, AND READ ALL TERMS AND CONDITIONS. THIS SOLICITATION IS SUBJECT TO THE PROVISIONS OF THE COMMONWEALTH OF VIRGINIA VENDOR'S MANUAL WHICH WAS REVISED IN JANUARY 1995 AND ANY REVISIONS THERETO, WHICH ARE HEREBY INCORPORATED INTO THIS CONTRACT IN THEIR ENTIRETY. A copy of the manual is available for review at the purchasing office, and can be obtained by calling the Division of Purchases and Supply (804) 786-3842, or by accessing DPS's Electronic Bulletin Board for downloading - (804) 371-8346. Any interpretation required by the State will be in the form of an amendment to the solicitation; SEE PARAGRAPH 11 BELOW. Oral explanations or instructions given before the award of the contract will not be binding. In any conflict arising between this solicitation and the Vendors' Manual, this solicitation shall prevail.

2. PREPARATION OF SOLICITATION

- A. Bids shall be submitted on the forms furnished, and must bear an original signature by an individual authorized to bind the company submitting the bid. If erasures or other changes appear on the form, each erasure or change must be initialed by the person signing the bid. Telegraphic or facsimile bids will not be considered. Vendors may not submit multiple bids in a single envelope.
- B. Vendors are required to enter their Federal Identification Number [FIN] in the upper right hand corner on Page 1, DIT Form 62. This number must correspond with the FIN number shown on Page 1 of the DIT Vendor Application For Registration Form submitted by a principal or officer of the firm submitting the bid. Failure to enter a number in the space provided or to provide a correct FIN number may delay award or result in DIT determining that the vendor is not registered to conduct business with DIT. It is the vendor's responsibility to provide the correct FIN number and to keep DIT updated as to any changes in vendor's status.
- C. The bid form may provide for submission of a price or prices for one or more items. All prices shall be entered in the schedule; DIT Form 62A or 62B. Where the bid form explicitly requires that the vendor bid on all items (e.g., an all or none requirement), failure to do so will disqualify the bid. When submission of a price on all items is not required, vendor should insert the words "no bid" in the space provided for any item on which no price is submitted.
- D. Additional bids may be submitted, when in the vendor's judgment they can provide more than one solution which meets the required specifications of the procurement. Additional bids shall be submitted on either a duplicate copy of the bid document or on plain paper and shall be clearly identified with the words "ADDITIONAL BID" written or printed on the face of each additional bid. Additional bids shall not be considered unless detailed specifications or descriptions sufficient to establish quality, utility and merit accompany the bid.

VENDORS SUBMITTING ADDITIONAL BIDS ARE REMINDED THAT THE TERMS AND CONDITIONS WHICH APPLY TO THE ORIGINAL BID SHALL ALSO APPLY TO THE ADDITIONAL BID AND ANY MODIFICATION TO TERMS AND CONDITIONS OF A SOLICITATION OR THE ADDITION OF RESTRICTIVE PROVISIONS BY A BIDDER SHALL BE CAUSE FOR REJECTION OF THE BID.

- E. Modification of bids already submitted will be considered if received at the office designated in the invitation for bids before the time set for opening of bids.

3. SUBMISSION OF BIDS

TO BE CONSIDERED, THE BID MUST BE RECEIVED AT THE ADDRESS GIVEN IN BLOCK #6 OF THE SOLICITATION ON OR BEFORE THE DATE AND HOUR DESIGNATED. Vendors must pay particular attention to ensure that the bid is properly addressed. The State is not responsible if the bid is not properly addressed. The State is not responsible if the bid does not reach the destination specified by the date and time identified in block #8 page 1 of the Bid. Sealed bids received after the date and hour identified in block #8 are automatically disqualified, and will not be considered. All bids must be sealed, marked and addressed, to the address shown in block #6 of the Solicitation, and marked on the outside of the vendor's envelope as in the example below. Failure to do so may result in a premature opening of, or a failure to open, the bid.

From:	Name of Vendor
	Street or Box Number
	City, State, Zip Code
	Due Date Time
	IFB No.

4. **SPECIFICATIONS AND USE OF BRAND NAMES**

Unless otherwise provided in the solicitation, the name of a certain brand, make or manufacturer does not restrict bids to the specific brand, make or manufacturer named. Any item which the State at its sole discretion determines to be the equal of that specified as defined in the Schedule, will be accepted. The award will be made to the lowest responsive and responsible bidder or offeror offering the functional equivalent to the brand name described in the specification. Thus, equivalent products of other manufacturers will be considered only if proof of equivalency is contained in or accompanies the bid.

5. **LATE BIDS, MODIFICATIONS OF BIDS OR WITHDRAWALS OF BIDS**

- A. Any bids received at the office designated in block #6 of the Solicitation after the exact time specified for receipt will not be considered for award. (See Paragraph 4.10 of the Vendor's Manual for further discussion.)
- B. A bid may be amended and/or withdrawn by a vendor if the office issuing the bid receives the request in writing before the date and hour set forth in the bid form. The request must be signed by a person authorized to represent the person or firm that submitted the bid. Submission of a subsequent bid shall normally constitute the withdrawal of any prior bid submitted by the same bidder or offeror on the same IFB.

6. **PUBLIC OPENING OF BIDS**

Bids will be publicly opened at the time and date specified on page 1 of the Solicitation document. The content of these solicitations will be made public in accordance with Paragraphs 1.9 and 2.4 of the Vendor's Manual. Bids will not normally be evaluated at the bid opening meeting. All bids will be opened at the location shown on page 1 of the solicitation.

7. **SOLICITATION TERMS AND CONDITIONS**

This solicitation/invitation for bid contains terms and conditions which shall govern the duties and responsibilities of both parties to any agreement which may be executed as a result of this solicitation/invitation for bid.

The terms and conditions contained herein are considered mandatory. NOTWITHSTANDING PARAGRAPH 5.4 OF THE Vendor's Manual, ANY MODIFICATION, ADDITION, CLARIFICATION, OR CHANGE TO THIS SOLICITATION BY THE BIDDER SHALL CAUSE THE BID TO BE REJECTED.

8. **AWARD OF CONTRACT**

Bids shall be evaluated and the responsive and responsible bidder offering the lowest price will be awarded the Contract. The State reserves the right to reject any and all bids in whole or in part and to waive any informality in the bids.

9. **AWARD NOTICES**

Ten days prior to actual award of the contract, DIT will issue a NOTICE OF INTENT TO AWARD or NOTICE OF AWARD to the successful bidder as discussed in paragraph 8 above.

A NOTICE OF INTENT TO AWARD OR A NOTICE OF AWARD will be mailed to any bidder submitting a self-addressed, stamped envelope with their bid.

NOTICES OF INTENT TO AWARD OR NOTICES OF AWARD will be posted in accordance with paragraph 6.3 of the Vendor's Manual.

TELEPHONIC REQUESTS FOR BID RESULTS WILL NOT BE HONORED.

10. **FAILURE TO DELIVER**

Failure to comply with the terms and conditions of the IFB or to deliver equipment, software or services identified in the solicitation at the price quoted may result in cancellation or rescission of the award/contract by the Commonwealth and may subject the Contractor to removal from DIT's Vendor Registration file and ruled ineligible to participate in DIT's (and other agencies and institutions information technology) procurements for a period of 12 months.

11. **AMENDMENT OF SOLICITATION**

Any amendment or change to this solicitation will be issued in writing and will identify the changes to be made in the bid.

If the bid opening date is extended the new date and time will be clearly shown on the face of the amendment.

Bidders will be required to sign and retain a copy of the amendment with their bid to indicate that they have received the document and are aware of the changes made.

12. ANTI-COLLUSION CERTIFICATION

By Bidder's signature on the face of this bid, Bidder certifies that this bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid for the same equipment, software, or services, and is in all respects fair and without collusion or fraud. Vendor understands collusive bidding is a violation of the Virginia Governmental Frauds Act and Federal Law and can result in fines, prison sentences, and civil damage awards. Bidder agrees to abide by all conditions of this bid and certifies that he or she is authorized to sign this bid for the bidder's firm.

13. DEMONSTRATIONS

The State reserves the right to require the Bidder to demonstrate to the satisfaction of the State, that the products offered will perform in a completely acceptable manner and to meet or exceed the specifications referenced in the solicitation. The demonstration site and time is subject to agreement between the State and Bidder. A Bidder refusing to demonstrate his products bid after determination that he is the apparent low responsive and responsible bidder may be removed from DIT's vendor registration file and ruled ineligible to participate in DIT's (and other agencies and institutions information technology) procurements for a period of 12 months.

14. PROTESTS OF AWARDS

All protests of awards shall be conducted in accordance with Chapter 9 of the Vendors Manual.

15. VENDOR REGISTRATION

AN AWARD WILL NOT BE MADE TO ANY BIDDER NOT REGISTERED WITH THE DEPARTMENT OF INFORMATION TECHNOLOGY (DIT). A completed registration form must be on file or received by DIT (Acquisition Services Division) not later than the award date. Call (804) 371-5900 to request a registration form.

16. CONTRACT

Any contract which is awarded as a result of this solicitation, offer and award shall be between DIT and the Contractor. No other agency, institution or public body may negotiate in any way with the vendor concerning the items identified in the schedule or any terms and conditions of the contract. All problems associated with the resulting contract shall be brought to the attention of the Contracts Manager, DIT.

Specifications - Any comments or questions concerning the specifications, terms and conditions or any note contained in this solicitation shall be submitted, in writing to the issuing office (See Block #6 DIT Form #62) at least ten (10) days prior to the closing date.

17. DRUG FREE WORKPLACE

Each of the following acts is prohibited by the Contractor or his/her employees performing service under the terms of a contract resulting from this solicitation.

- a. Unlawful or unauthorized manufacture, distribution dispensing, possession or use of alcohol or other drugs at the workplace.
- b. Impairment or incapacitation in the workplace for the use of alcohol or other drugs (except the use of drugs for legitimate medical purposes).

By submitting their bids, bidders certify that they understand these prohibitions, and if awarded a contract as the result of this solicitation, they will comply. They also understand that a violation of these prohibitions is a breach of contract and can result in default action.

18. TRADE SECRETS OR PROPRIETARY INFORMATION

Trade secrets or proprietary information submitted by a bidder in connection with a procurement transaction shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the bidder must invoke the protections of Code of Virginia, Section 11-52D, prior to or upon submission of the data or other materials, and must identify the data or other materials to be protected and state the reason why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire bid document, line item prices and/or total bid prices as proprietary or trade secrets is not acceptable and will result in rejection of the bid.

**CONTRACTUAL TERMS AND CONDITIONS
INVITATION FOR BID (IFB) #98-021
GENERAL PROVISIONS**

1. SCOPE OF CONTRACT

The following paragraphs contain the contractual terms and conditions by which the Commonwealth of Virginia, hereinafter referred to as "Commonwealth" or "State", will provide Centrex-type local exchange telephone services, hereinafter referred to as the "Services" to Dabney Lancaster Community College (DLCC). These Services will be provided through the Department of Information Technology (DIT) an agency of the Commonwealth of Virginia by the Contractor identified in block #9, page 1 of the Solicitation, hereinafter referred to as the "Contractor".

2. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

Any commitment made by the Contractor within the scope of this Contract shall be binding upon Contractor.

For the purposes of this Contract, a commitment by the Contractor includes:

- a. Prices and options committed to remain in force over a specified period(s) of time;
- b. Any written warranty or representation made by the Contractor in this solicitation as to the Services to be provided, or other physical design or functional characteristics of that which is offered.

3. SERVICE COMMENCEMENT DATE

- a. The Contractor shall deliver and install the Services identified in the Schedule within thirty (30) calendar days from receipt of the fully executed contract (IFB #98-021) signed by the Contracts Manager, DIT. The commencement of Services shall include the installation of all cabling required to make the Services described herein fully functional.
- b. Any amendment by the State to this Contract or any part thereof, may require the establishment of a new mutually agreed to service commencement date. The State may delay the service commencement date by notifying the Contractor at least ten (10) days prior to the scheduled service commencement date.
- c. If the Service(s) are not delivered within the time specified in this Contract, the State reserves the right to cancel the award of this Contract and/or terminate this Contract for default without further obligation, and award the solicitation to the next responsive and responsible bidder. Contractors are cautioned that failure to deliver the proposed Services as stated in response to a solicitation document may result in removal from DIT's Vendor Registration File as per Section 7.16 of the Division of Purchases and Supply's Vendor's Manual, dated January 1995.

4. TELECOMMUNICATIONS SERVICE REQUEST (TSR)

During the term of this Agreement, the Commonwealth may issue written Telecommunications Services Requests (TSRs) to the Contractor to purchase additional Services identified in the Schedule or described in accordance with Note #14.G. of the Schedule. To be valid, the TSR must cite the Contract Number identified in Block #1, DIT Form 62, and must be signed by an Ordering Officer authorized to bind the Commonwealth contractually for telecommunications Services acquired under this Agreement. The TSR must identify the Service(s) to be acquired, the price for each Service, and the required Service Commencement Date for each Service.

Upon receipt of a TSR via either regular mail, facsimile or electronically, the Contractor shall process the TSR and return a Service Order identifying the following information:

1. A verification that the TSR is technically correct;
2. The date the Services will begin;
3. A verification of the charge for each item (Service) to be provided, and;
4. Other applicable administrative information necessary to deliver the Services requested on the TSR.

A copy of DIT's standard TSR is attached to this solicitation as Attachment "A"

5. TAXES - FEDERAL, STATE AND LOCAL

The Commonwealth of Virginia is exempt from Federal excise and all State and Local taxes; such taxes shall not be included in Contract prices. Tax exemption certificates will be furnished if requested by the Contractor.

6. SERVICES

During the term of this Contract, the vendor is not authorized to substitute any Service identified in the Schedule or those provided in accordance with Note #14.G of the Schedule without the written permission of the Director, Acquisition Services Division, DIT. Violation of this condition shall be considered grounds for termination of the Contract.

7. PATENT/COPYRIGHT PROTECTION

Contractor, at its own expense, shall defend any suit brought against the Commonwealth for the infringement of patents, copyrights or trade secrets enforceable in the United States if the claim of infringement is alleged to relate to or arise from the Contractor's or Commonwealth's use of any equipment, software, materials or information prepared, developed or delivered in connection with performance of this Agreement. In such suit, Contractor shall indemnify the Commonwealth, its agents, officers and employees for any loss, liability or expense incurred as a result of such suit.

The purchasing agency shall notify the Contractor of such suit within a reasonable time after learning of it and shall give the Contractor the full right and opportunity to conduct the defense of the suit, subject however to the requirements of Section 2.1-122 and Section 2.1-127 of the Code of Virginia or any successor statute. If principles of governmental or public law are involved, the Commonwealth may, at its option and expense, participate in the defense of the suit.

The Contractor shall not be required to indemnify the Commonwealth for liability arising solely out of the Commonwealth's own specifications or design or solely from the combination of equipment or software furnished hereunder with any equipment or software not supplied by the Contractor.

If, any Product or Service becomes, or in the Contractor's opinion, is likely to become, the subject of a claim of infringement, Contractor may, at its option, provide noninfringing substitutes that are satisfactory to the Commonwealth, or at Contractor's option and expense, may obtain the right for the Commonwealth to continue the use of such Product or Service.

If the use of such equipment or software by the Commonwealth is prevented by permanent injunction or by Contractor's failure to procure the right for the Commonwealth to continue using the software, the Contractor agrees to take back the infringing equipment, software, materials or information and refund the total amount the Commonwealth has paid Contractor under this Agreement, less one half (1/2%) percent of the total paid for each month of use by the Commonwealth (as computed by this Contract and each TSR issued by DIT). This obligation is in addition to the obligations cited in the first four subparagraphs of paragraph 7. above.

8. NON-APPROPRIATION

All funds for payment of the Services ordered under this Contract are subject to the availability of legislative appropriation for this purpose. In the event of nonappropriation of funds by the Legislature for the Services listed under this Contract, the Commonwealth will terminate this Contract or any individual TSR for those Services for which funds have not been appropriated. Written notice will be provided to the Contractor as soon as possible after legislative action is completed.

9. ASSIGNMENT

To the fullest extent permitted by law, the parties agree that Contractor's rights under this Agreement shall not be assignable, in whole or in part, to any other party without the Department of Information Technology's (DIT's) written consent, and that any purported assignment or transfer without such consent shall be null and void. If any law limits the right of the parties to prohibit assignment or nonconsensual assignments, the effective date of the assignment shall be as follows. The Contractor shall give the DIT purchasing office prompt written notice of the assignment, signed by authorized representatives of both the Contractor and the assignee. This written notice shall be on DIT's "Assignment Notice / Payment Instruction" form and shall provide all information requested on that form. Copies of the form may be obtained from the Contracts

Manager DIT. Upon DIT's acknowledgment of receipt of the properly executed form, the Assignee shall notify the Controller, DIT of the assignment and shall supply the Controller, with a copy of the properly executed form. Any payments made prior to receipt of such notification and form shall not be covered by this assignment.

In the event DIT receives any notice from a third party claiming to be an assignee of any rights of the Contractor under this Agreement, Contractor agrees that payment or other performance in respect of those rights shall not be due until at least thirty days after DIT's receipt of the notice required by the above paragraph or receipt of a similarly executed notice confirming the absence or revocation of the purported assignment. The Acquisition Services Division of DIT shall promptly notify the Contractor of any assignment notice it receives.

10. GOVERNING LAW

This Contract and any disputes arising hereunder shall be governed in accordance with the laws of the Commonwealth of Virginia and shall be deemed to have been executed and entered into within the Commonwealth of Virginia. Any litigation arising in connection with this Agreement shall be brought in the courts of the Commonwealth of Virginia. The Contractor shall comply with all applicable federal, state and local laws, rules and regulations.

If any term or provision of this Contract shall be found to be illegal or unenforceable, then, notwithstanding such provision, the remainder of this Contract shall remain in full force and effect, and such term or provision shall be deemed null and void.

11. HEADINGS NOT CONTROLLING

Headings used in this Contract are for reference purposes only and shall not be considered to be a substantive part of this Contract.

12. ENTIRE AGREEMENT

This Contract, the solicitation, bid response, solicitation instructions, attachment and all Services specifically listed in the schedule, and the notes in the schedule constitute the entire agreement between the parties with respect to the subject matter of this Contract. All prior agreements, representations, statements, negotiations and undertakings are hereby superseded with respect to Services acquired by the State under the terms and conditions of this Contract.

No other written documents regardless of form or content shall be executed by DIT for Services acquired under this Contract unless signed by the Contracts Manager, DIT, or his alternate as designated by the Director, DIT.

13. MODIFICATIONS

This Contract maybe modified in accordance with Section 11-55 of the Code of Virginia. Such modifications may only be made by the representatives noted below. No modifications to this Contract shall be effective unless it is in writing and signed by the duly authorized representative of both parties. No term or provision hereof shall be deemed waived and no breach excused unless such waiver or consent to breach is in writing. For purposes of the Contract, the only authorized representative for the Commonwealth shall be the individual identified in block #14 of this solicitation or his duly designated alternate, and for the Contractor the person identified in block #9 of the solicitation.

Any Contract issued on a firm fixed price basis may not be increased more than twenty five percent (25%) or \$10,000.00 whichever is greater, without the approval of the Governor of the Commonwealth of Virginia or his authorized designee.

14. PRICE PROTECTION/ADJUSTMENTS

The State will not pay any additional costs above those costs provided for in the schedule or Note # 14.G. of the schedule identified herein. In no event may the amount of any Contract, without adequate consideration, be increased for any purpose.

15. TERM

The term of this Contract shall be for a period of thirty-six (36) months from the date of execution of this Contract by the Contracts Manager, DIT. The Commonwealth at its sole option may extend the term of this Contract for two additional one-year periods. The Contractor shall be given thirty days advance written notice of the Commonwealth's intention to extend the term for such additional periods.

16. VIRGINIA PUBLIC PROCUREMENT ACT

Employment Discrimination by Contractor Prohibited (Section 11-51, Code of Virginia).

a. During the performance of this Contract, the Contractor agrees as follows:

- 1) The Contractor will not discriminate against employee or applicant for employment because of race, religion, color, sex or national origin, or disabilities except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
- 2) The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, will state such Contractor is an equal opportunity employer.

- 3) Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
- b. The Contractor will include the provision of the foregoing paragraphs a.1, a.2 and a.3 in every subcontract or purchase order of over \$10,000 so that the provisions will be binding upon each subcontractor or vendor.

17. ADDITIONAL CERTIFICATIONS

Contractor hereby certifies its compliance with the following:

- a. Virginia Fair Employment Contracting Act.
- b. Virginia Governmental Frauds Act.
- c. Virginia Public Procurement Act.
- d. Federal Immigration Reform and Control Act of 1986.
- e. Virginians with Disabilities Act.
- f. Americans with Disabilities Act.
- g. Federal Civil Rights Act of 1964.

18. CONTRACTUAL RECORDS

All contractual books, records and other documents related to matters under this Contract shall be made available by Contractor to the State and its designated agents for a period of five (5) years after final payment for purposes of audit and examination.

Contractual records are hereby further defined as this Contract and all invoices or correspondence directly relating to this agreement.

19. LIABILITY

Contractor shall maintain such personal injury and property damage liability insurance as necessary to protect itself from claims arising out of the performance of this Contract. The Contractor shall indemnify and hold harmless the State, its agencies, employees and designated representatives from any and all claims, suits, actions, liabilities and cost of any kind, including attorney's fees, for personal injury and damage to real or personal property arising from the acts or omissions of the Contractor, its agents, officers, employees or subcontractors. Nothing contained herein shall be deemed as an express or implied waiver of the sovereign immunity of the State, or pledge of the full faith and credit of the State.

Except as stated in this provision, in no event shall either party be liable to the other party for any indirect, special or consequential damages arising out of any breach of its obligations under this agreement.

20. CONTINGENT FEE WARRANTY

The Contractor warrants that he/it has not employed or retained any person or persons not generally associated with Contractor for the purpose of soliciting or securing this agreement. The Contractor further warrants that he/it has not paid or agreed to pay any company or person any fee, commission, percentage, brokerage fee, gift, or any other consideration contingent upon the award or making of this agreement. For breach of one or both of the foregoing warranties, the Commonwealth shall have the right to terminate this agreement without liability, or in its discretion, to deduct from the agreed fee, payment or consideration, or otherwise recover, the full amount of said prohibited fee, commission, percentage, brokerage fee, gift, or contingent fee.

21. ACCEPTANCE, TESTING AND COMPLIANCE WITH SPECIFICATIONS

All Services (each installation) are subject to inspection and testing by the State in accordance with Note #21 of the schedule, and any which do not meet or exceed the specifications or other requirements of the Contract may be rejected. The State shall be given seventy-two (72) consecutive hours from the completion of installation by the Contractor to test, evaluate and accept the Services delivered or furnished under this Contract (provided that the using agency, in its sole discretion, may accept the same prior to expiration of the seventy-two (72) hour period). If the Contractor's Services fail to meet the Contract specifications or those required by the Contractor's own technical documentation, then the same may be rejected and returned to the Contractor. Such rejection will terminate this Contract and exempt the State from all costs incurred by the Contractor.

Acceptance shall be effective for the purpose of making payment for Services delivered, however, acceptance by the State following testing and evaluation during the seventy-two (72) consecutive hour period shall not be conclusive that the Services conform in all respects to the Contract specifications and other requirements. In the event that nonconformance therewith is discovered by the State after acceptance, whether due to a latent defect or otherwise, the Contractor shall take whatever action is necessary to conform the Services to the Contract specifications and other requirements, including but not limited to modification or replacement of the same. The Contractor's failure to do so shall constitute breach of contract for which the State may exercise the remedies provided in the section herein entitled "Termination and Cancellation," in addition to and not in lieu of any other remedies available under Virginia law.

22. TERMINATION AND CANCELLATION

The Commonwealth shall have the unilateral right to terminate this Contract for Default, in the event that any one or more of the following events of default occur or continue during the term of this Contract, (a) the Contractor shall fail to deliver the Services required by this Contract or (b) the Contractor shall repeatedly fail to respond to requests for maintenance or other services within the time limits set forth in the Contract or (c) the Contractor shall breach any of the other terms set forth within this Contract or (d) the Contractor shall fail to cure any breach after receiving a "Show Cause Notice" identifying the failure, and providing the Contractor ten (10) days to cure the failure/nonperformance. If the Contractor fails to answer the cure notice, or does not correct the deficiencies noted, the State may immediately terminate the Contract for Default.

In such event the Commonwealth will only be liable for cost incurred to the date of termination.

The Commonwealth's failure to exercise its right to terminate for default under this provision shall not be construed as a waiver of its right to terminate, rescind or revoke this Contract in the event of any subsequent breach of any provisions of this Contract.

23. FAILURE TO DELIVER

In the event the Contractor fails for any reason to deliver in a timely manner or according to contract terms the Services set forth in the Schedule, Commonwealth may, in its own discretion, give Contractor oral or written notice of such breach. Once notice by State is sent or given, State may immediately procure the Services from another source. Once State has effected a purchase from an alternate source (in accordance with the Virginia Public Procurement Act) the parties agree that the State may charge-back Contractor, in which case Contractor agrees to reimburse State for any difference in cost between the original Contract price and the State's cost to cover from the alternate source.

In no event shall State be held to pay Contractor any costs incurred by Contractor, including but not limited to ordering, marketing, manufacturing, or delivering the Service(s) which are subject of the State's notice of breach.

This remedy is in addition to and not in lieu of any other remedy Commonwealth may have under this Contract and the laws of the Commonwealth of Virginia.

24. DISPUTES

Contractual claims whether for money or other relief, shall be submitted in writing no later than sixty (60) days after final payment; however, written notice of the Contractor's intention to file such claim must be given at the time of the occurrence or beginning of the work upon which the claim is based. Nothing herein shall preclude a Contractor from requiring submission of an invoice for final payment within a certain time after completion and acceptance of the work or acceptance of the goods. Pendency of claims shall not delay payment of amounts agreed due in

the final payment. The public body will render a final decision in writing within thirty (30) days after its receipt of the Contractor's written claim.

A Contractor may not institute legal action prior to receipt of the purchasing agency's decision on the claim, unless that Agency fails to render such decision within thirty (30) days. The decision of the purchasing agency shall be final and conclusive unless the Contractor, within six (6) months of the date of the final decision on the claim, invokes appropriate action under Section 11-70, Code of Virginia or Administrative Appeals Procedure Section 11-71, Code of Virginia.

Any dispute, claim or cause of action filed by Contractor (or any party making such claim on behalf of or under the rights of Contractor, his agents or any subcontractor) shall be governed by Sections 11-69, 11-70, 11-71, Code of Virginia (1950), as amended, and any period of limitation set forth therein.

25. INVOICES

All invoices shall be rendered (in accordance with Note #20 of the schedule) promptly after all Services covered by the invoice have been accepted. All payments under this Agreement shall be monthly in arrears. No invoice may include any costs other than those identified in the Schedule. Invoices shall provide at a minimum:

- 1 Type and description of the Service;
2. Charge for each item;
3. This Contract Number, and;
4. Contractor's Federal Identification Number (FIN);

26. PROMPT PAYMENT

Payment shall be due within thirty (30) days after (1) acceptance of each months Services, (2) receipt of a correct invoice for such payment, and (3) when applicable, receipt of the payment instruction form referenced in the paragraph entitled ("Assignments"), whichever is latest. Where payment is made by mail, the date of postmark shall be deemed to be the date of payment. Any amounts due the Commonwealth under the terms of this Contract may be applied against Contractor's invoices with appropriate information attached.

In accordance with the Virginia Public Procurement Act, all proper charges for which payment is more than seven (7) days overdue shall accrue interest as provided in Sections 11-62.1 through 11-62.9 of the Code of Virginia. The rate of interest shall be determined in accordance with Section 11-62.5 of the Code of Virginia. In no event shall any interest penalty accrue, however, when payment is delayed because of a disagreement between the Commonwealth and the Contractor regarding the quantity, quality or time of delivery of any Product or Service or the accuracy or correctness of any invoice. The Contractor shall notify the Controller, DIT of all invoices that are in excess of thirty (30) days old.

27. PAYMENTS TO SUBCONTRACTORS

In accordance with Section 11-62.11 of the Code of Virginia, within seven days after receipt of amounts paid to the Contractor by the Commonwealth for work performed by a subcontractor, the Contractor shall

- a. Pay the subcontractor for the proportionate share of the total payment received from the agency attributable to the work performed by the subcontractor, or
- b. Notify the agency and subcontractor, in writing, of the Contractor's intention to withhold all or a part of the subcontractor's payment with the reason for nonpayment.

The Contractor shall pay interest to the subcontractor on all amounts owed by the Contractor that remain unpaid after seven days following receipt by the Contractor of payment from the Commonwealth for work performed by the subcontractor, except for amounts withheld as allowed in (b) above. The Contractor shall provide its federal employer identification number (or social security number, if Contractor is an individual) to the Commonwealth as required by Section 11-62.11 (2) of the Code of Virginia. Unless otherwise provided under the terms of this Contract, interest shall accrue at the rate of one percent per month. The Contractor shall include in each of its subcontracts a provision requiring each subcontractor to be subject to the same payment and interest requirements with respect to each lower-tier subcontractor. Nothing in this paragraph shall be construed as creating any obligation on the part of the Commonwealth or as authorizing any additional charge to the Commonwealth.

28. THIRD PARTY BILLING

All Services provided under this Contract, that are to be paid for with public funds, shall be billed by the Contractor at the Contract price, regardless of which public agency is being billed.

29. CREDITS

Any credits due the agency under the terms of this Contract may be applied against Contractor's invoices for the agency with the appropriate information attached.

30. PRIORITY OF SERVICE (DELIVERY)

The Commonwealth of Virginia requires that Contractor provide delivery equal to or better than that provided its commercial and retail customers. Contractors who fail to comply with this provision are advised that such action shall be considered grounds for termination of this agreement. Contractors whose agreements are terminated for such action may be placed on DIT's list of Debarred/Ineligible bidders in accordance with Section 7.16 of the Division of Purchases and Supply's Vendor's Manual dated January, 1995.

31. TERMINATION FOR CONVENIENCE

The Department of Information Technology (DIT), on behalf of DLCC, may at its sole option and discretion, cancel all or any portion of the Services set forth in this Contract at any time such action is deemed to be in the best interest of the Commonwealth of Virginia.

The Contractor shall be given thirty (30) days written notice of any such request for termination.

By execution of this agreement, Contractor agrees that in the event of termination for convenience, there shall be no termination costs or charges due.

32. ORDERING OFFICER(S)

The Contracts Manager, Acquisition Services Division, DIT, appoints the following authorized Primary and Alternate Ordering Officers. The Ordering Officer(s) authority is limited to ordering the Services as identified in the Schedule, by written TSR(s) which reference this Contract, and does not include the ability to add any additional Services not set forth in the Schedule or to change or modify any prices, terms and or conditions agreed upon by the parties hereto. All changes to this Contract must be incorporated in a formal modification to this Contract by the parties identified in paragraph 12 of this Contract.

The authorized Ordering Officers appointed by DIT and assigned to this Contract are identified below. Notwithstanding anything to the contrary, the State will make payment only against the base Contract and other valid TSR(s) executed by the Ordering Officers listed below.

ALTERNATE ORDERING OFFICER

Mr. Phil Johnson
Dept. of Information Technology
110 South 7th Street
Richmond, VA 23219
Phone (804) 371-8537

PRIMARY ORDERING OFFICER

Mr. Donald Spangler
Dept. of Information Technology
110 South 7th Street
Richmond, VA 23219
Phone (804) 371-8538

Attachment "A"

PRINTED FROM DIT-S

IFB # 98-021

04717-786-C&P

Page 1 of 3 Pages

DEPARTMENT OF INFORMATION TECHNOLOGY
110 SOUTH 7TH STREET, RICHMOND, VA 23219

TELECOMMUNICATIONS SERVICE REQUEST

* * * * *

* DIT ORDER NO : 804717-786-C&P PROJECT: OLS-0421

* ACCOUNT NO. : 8047860000871 REQUESTED DUE DATE: 98-04-30

* DIT CONTACT : DONNIE SACKETT

* TELEPHONE : 804/371-8536 SCATS: 371-8536

* COPY TO :

* DIT APPROVAL : _____ DATE: _____

* ACTIVITY CODE: 0182164 AGENCY LOG NO: 98093

* AGENCY : VIRGINIA EMPLOYMENT COMMISSION APR 22 1998

* COORDINATOR : MARGARET BROWN

* ADDRESS : 703 E. MAIN ST.

* CITY : RICHMOND

* STATE : VA

* TELEPHONE : 804/786-8614

* BY: 8

* VENDOR : BELL ATLANTIC

* ADDRESS : 600 EAST M

* CITY : RICHMOND

* STATE : VA

* REMARKS TO VENDOR

* ZIP: 23219

ATTN: OPTIMAIL

SERVICE REP: _____

TELEPHONE : _____ DUE DATE: _____

S.O. NOS : _____

REMARKS FROM VENDOR:

SERVICE REQUEST GENERAL DESCRIPTION:

DESCRIPTION PAGE 1 OF 2

BELL ATLANTIC:

804/786-7387; PLEASE INSTALL STANDARD OPTIMAIL (15 MIN.) STORAGE WITH
CFB/CFNA (3) RINGS TO OPTIMAIL. ACTIVE STUTTER DIAL TONE
FOR MESSAGE WAITING INDICATION.

Attachment "A"

IFB # 98-021

Page 2 of 3 Pages

IP

PAGE

2

SERVICE REQUEST GENERAL DESCRIPTION:

DESCRIPTION PAGE 2 OF 2

PLEASE SEND INSTRUCTION PACKET TO:

VIRGINIA EMPLOYMENT COMMISSION
703 E. MAIN STREET ROOM 202
RICHMOND, VIRGINIA 23219
ATTN: MRS. JUSTINE ALLEN

SAMPLE

Attachment "A"

IFB # 98-021

1/2P

PAGE

3

Page 3 of 3 Pages

UPDATE FACILITY

ID KEY: CNX8047867387

ID KEY2:

DIT-SOS FACILITY SEQUENCE NUMBER: 804717-001

CENTREX LOCATION GRP: 78600008
LOCATION CONTACT : JUSTINE ALLEN
ADDRESS : 703 E. MAIN ST.
CITY : RICHMOND
STATE : VA ZIP : 23219
TELEPHONE : 804/786-7470 SCATS:
FACILITY DESCRIPTION: ROOM 202
:

INSTALL THE FOLLOWING FEATURES/ PRODUCTS FOR THE FACILITY DESCRIBED
ABOVE:

ITM	FEATURE/PRODUCT DESCRIPTION	QTY	TERMS/CONTRACT #
1.	OPTIMAIL - STANDARD MAIL BOX	001	

SAMPLE

** NOTES TO ALL VENDORS:

1. CHANGES TO THE REQUESTED SERVICE ARE NOT AUTHORIZED.
2. PLEASE NOTIFY DIT SERVICE ORDER CONTACT IF DUE DATE CANNOT BE MET.
3. ALL FEATURES/PRODUCTS ARE TO BE LEASED UNLESS OTHERWISE NOTED.

** NOTES TO LINE/CIRCUIT VENDOR:

1. INDICATE NEW PHONE NUMBERS, CIRCUIT IDS ASSIGNED.
2. FOR CIRCUITS, SUPPLY ALL WIRE CENTER AND ROUTING INFORMATION (CIRCUIT LOCATIONS, ASSOCIATED PRODUCT CODES, ETC.).

ISSUED: March 15, 1997
BY: Vice President

EFFECTIVE: April 15, 1997

12. CENTREX SERVICE

12.1 GENERAL

- A. Digital Centrex is a local exchange telecommunications service available from suitably equipped central offices and remote switching units. Business customers located in the Base Rate or Zone A of the telephone company serving areas qualify for this service. The telephone company reserves the right to deny service if central office or cable facilities are not available. Digital Centrex is not offered in association with Pay Telephone service.
- B. Centrex Service is a service arrangement which consists of host central office interface equipment and software located on company premises. This service provides local exchange access, intrasystem communications, and feature packages as set forth in Section 12.2 following.

(C)

12.2 FEATURES

Centrex Service offers feature packages I, II, and III shown below at rates and charges set forth in Section 12.5 following.

Features provided via Centrex Service from host central office equipment and software include:

A. Centrex I

- | | |
|---|---|
| Call Transfer (Internal Only) | Direct Access to Private Facilities |
| Station Transfer Security | Attendant and Transfer (All Calls) |
| Consultation Hold-All Calls | DTMF/DP Dialing |
| Station-to-Station Dialing | Direct Outward Dialing |
| Tandem Tie Trunk Facility Dialing | Add on Conference |
| Call Transfer (All Calls) | Manual Lines |
| Direct Inward Dialing | Abbreviated Dialing |
| Call Transfer (outside) | Call Forward (no Answer) |
| Speed Call Individual Eight Numbers | Call Waiting |
| Call Forward (Fixed) | Call Pick-up |
| Call Forward (Busy) | Call Forward (Within Group Only) |
| Call Forward (All) | Call Transfer (To Fully Restricted Station) |
| Call Forward Variable | Call Hold |
| Call Transfer (Individual-Incoming Only) | Consultation Hold (Incoming Only) |
| Distinctive Alerting/Call Waiting Indication | Second Dial Tone |
| Trunk Answer from any Station | * Code Call Access |
| Fully Restricted Termination | Immediate Ringing |
| * Loud Speaker Paging Access | Toll Restriction |
| Simulated Facility Group (SFG) for In/Out Calls | Fully Restricted Origination |
| Denied Termination | CCSA/ESPCS Trunk Access |
| Denied Origination | Predetermined (Fixed) Night Answer |
| FX/Tie Trunk Access | Code Restrictions (3/6 Digits) |
| Semi-Restricted Originating | * Voice Paging (Meet-Me-Trunk) |
| Semi-Restricted Terminating | Predetermined (Flexible) Night Answer |

ACCEPTED
FOR FILING

MAR 17 1997

DIVISION OF COMMUNICATIONS
STATE OF VIRGINIA

- * All features on the attached tariff sheets are provided to the Commonwealth at no cost, except items with (*). Feature requires \$25 monthly fee plus any speaker or horn required.

GENERAL CUSTOMER SERVICES TARIFF

Clifton Forge-Waynesboro Telephone Company

Original Sheet 2

ISSUED: May 15, 1995
BY: Vice President

EFFECTIVE: July 1, 1995

12. CENTREX SERVICE

12.2 FEATURES (continued)

B. Centrex II - Centrex I plus:

Meet-Me-Conference
Call Park
Cancel Call Waiting
Data Line Security
Speed Calling (Group)
Secretarial Hunt

Automatic Callback (Station Camp-on)
Speed Call Individual (30 Numbers)
Direct Switched Line
Expanded Direct Switched Line
Recorded Telephone Dictation
Off-Hook Queuing

C. Centrex III - Centrex I and II plus:

Circular Hunting
Conference Calling (16 port)
Station Forced Busy
Saved Number Redialed
Single Digit Dialing
Call Forwarding-All Call (Incoming Only)
Extended Dial Call Pick-up
Return to Home Hunting
Distributive Hunting
Stop Hunt
Authorization Codes
Remote Access to Features

Automatic Callback (Trunk Camp-on)
Add-On Conference (Incoming Only)
Call Forward Busy (Incoming Only)
Call Forwarding to Private Facilities
Repeat Number Dialing
Call Forward-No Answer (Incoming Only)
Route Advance
Automatic Route Selection (ARS)
Most Economical Route Selection (MERS)
Make Busy
Expensive Route Warning Tone

Definitions of features are kept on file in the Company Business Office.

12.3 LIABILITY OF THE TELEPHONE COMPANY

The Telephone Company makes no guarantee and assumes no liability for the accuracy, performance or non-performance of the Centrex Service. Credit adjustments for interruptions of service will be made as provided in Section 2 of the General Customer Services Tariff.





COMMONWEALTH of VIRGINIA

MICHAEL E. THOMAS
Acting Director

Department of Information Technology

110 SOUTH SEVENTH STREET
RICHMOND, VIRGINIA 23219
(804) 371-5000

TDD VOICE - TEL. NO.
371-8076

June 10, 1998

Mr. Bobby R. Mawyer
Major Account Executive
CFW Communications
P.O. Box 1527
Waynesboro, VA 22980

RE: IFB #98-021, Contract VA-980610-CFW

Dear Mr. Mawyer:

Please accept this letter as your official notice of award for the telecommunications services solicited under the above referenced IFB. No purchase order, or additional documentation is required to deliver the services awarded under this contract.

A copy of the fully executed contract (indicating the specific items awarded in Block #11, Page 1, DIT Form 62) is enclosed with this notice. Please reference the contract number shown above in all future correspondence/invoices concerning this agreement.

Correspondence concerning acceptance of the services should be addressed to the attention of the Department of Information Technology as shown in block #7, Page 1, of DIT Form 62/the contract. The agency point of contact for this contract is Mr. Stuart Thacker, phone (804) 371-5543.

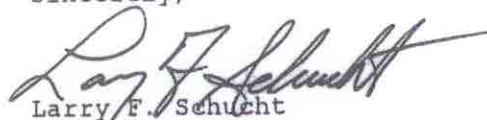
Please be advised that future requests on behalf of Dabney Lancaster Community College for additional services may be placed by this agency via written Telecommunications Service Request (see paragraphs #4, 32 and Attachment "A").

Any questions concerning the terms of this agreement should be forwarded to the following address:

Department of Information Technology
ATTN: Contracts Manager
Richmond Plaza Building, Lobby Floor
110 South 7th Street
Richmond, Virginia 23219

I look forward to your firm's continued participation in meeting the telecommunication needs of the Department of Information Technology.

Sincerely,


Larry F. Schuch
Contracts Manager

Enclosure